

Checklist Special Claim for Regular Vacancies  
One checklist for EACH unit submitted

Project Name: \_\_\_\_\_ Contract Number: \_\_\_\_\_

Tenant Name: \_\_\_\_\_ Unit Number \_\_\_\_\_

Attach this form as well as the following items to the claim submission:

1. \_\_\_\_\_ Completed form HUD-52670-A Part 2 **ONE for ALL units being submitted - One original and one copy.**
2. \_\_\_\_\_ Completed form HUD-52671-C **FOR EACH UNIT - One original and one copy.**
3. \_\_\_\_\_ A copy of the signed form HUD-50059 completed at move-in for the former tenant which shows the amount of the security deposit required.
4. \_\_\_\_\_ Documentation that the appropriate security deposit was collected from the tenant: for example, a copy of the original lease (First page, security deposit page and signature page ONLY), a copy of the tenant's ledger card, or a copy of the receipt(s) for security deposit.
5. \_\_\_\_\_ A copy of the security deposit disposition notice provided to the tenant which indicates the move-out date, amount of security deposit collected, amount of security deposit returned and any charges withheld from the deposit for unpaid rent, tenant damages or other charges due under the lease.
6. \_\_\_\_\_ Documentation that verifies the date the unit was ready for occupancy. Example of this documentation would be a Unit Reconditioning Log, or Maintenance Log.
7. \_\_\_\_\_ \* Copy of the waiting list from which the tenant was selected (i.e. unit Transfer waiting list, one-bedroom waiting list, etc.) Does NOT need to be whole waiting list, page showing NEW tenants name along with the page before and after is fine)
8. \_\_\_\_\_ \* **IF the unit was not filled from the waiting list(s)**, documentation of marketing efforts must be included, such as copies of advertising or invoices for advertising expenses that substantiate the date marketing occurred in accordance with the AFHMP.

**\* 7 and 8 are not BOTH required. Mark ONLY the appropriate line to show what is being included in the package.**